

DEPARTMENT OF GENERAL SERVICES  
Records and Management Division

SCHEDULE  
NO. 1587

PAGE  
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

UMS Maryland Fire and Rescue Institute, University of Maryland College Park		
AGENCY		DIVISION
Item No.	Description	Retention
1	<u>General correspondence:</u> Administrative, correspondence of incoming, outgoing. Campus, Regional offices and sections correspondence, reports, memorandums. Statistical, announcements and bulletins and mailing materials. Programs, Policy and Procedures, Facility reports, and Reference materials. Equipment and building operational instructions. Includes master/form related operation of MFRI, and Special project files.	Screen annually and destroy material for which no further reference is required. Materials (directives, policies, statistics, facility reports, etc.) that relate to development and operation of agency be retained permanently in paper form in MFRI, archives.*
2	<u>Vehicle Records:</u>  A. Mileage logs, emissions, credit cards and bridge books.  B. Record of vehicle maintenance, history of vehicles, accident reports, inspection reports reports on vehicles disposed of.	  Retain for 3 years or until audit requirements are met, then destroy.  Retain for 3 years after disposal of vehicle, then destroy.
3	<u>Accounting Records:</u>  A. Requisitions, etc. related to purchase of equipment, supplies and materials for use in fire training.  B. Requisitions and material related to purchase of general construction loan equipment and less-than, non-capital equipment, supplies and materials purchased for UMCP and the six regional centers around Maryland.	  Retain for 3 years or until all audit requirements are met, then destroy.  Retain material for 5 years or until audit requirements are met, then destroy.

Schedule Approved by the Department,  
Agency, or Division Representative

Schedule Authorized by

12/10/93.  
Date

Sylvia S. Stewart Assoc VP  
Signature Title

2/3/94  
Date

EC  
State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)SCHEDULE  
NO. 1587PAGE  
NO. 2 of 2

Item No.	Description	Retention
4	<u>Personnel Folders:</u> Containing information on full-time employees, instructors and students.	Retain for 3 years beyond termination of employee, then destroyed.
5	<u>Facility Use Reports:</u> Logistical Support Requests for classes, courses required, facility used, equipment to be used and vehicle needed to support classes.	Retain for 3 years, then destroyed.
	UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000 AND SIX YEARS, THREE MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.	
*	IF MFRI ARCHIVES ARE NOT AVAILABLE, MATERAIL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND STATE ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>5</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Presidents Office		3. UNIT MD Fire & Rescue Institute Logistical Support Section	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE General Correspondence				5. EARLIEST YEAR/LATEST YEAR _____ to <u>present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Incoming and Outgoing Correspondence, Reports, Memorandums, Statistics, and Policies and Procedures. Announcements, Bulletins, Mailing materials. Facility reports, Reference materials. Equipment and Building Operational instructions. Master/forms related to operation of MFRI, and Special Projects.					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input checked="" type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME  <div style="text-align: center;"> <u>32</u> NUMBER         </div> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> FILE DRAWER(S)  <input type="checkbox"/> MICROFILM(S)  <input type="checkbox"/> COMPUTER TAPE(S)  <input type="checkbox"/> OTHER(SPECIFY) _____         </div>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <div style="text-align: center;"> <u>      </u> NUMBER         </div> <input type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Bldg. 199, 2nd floor, Rooms 2106, 2102		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Screen annually and destroyed materials for which no further reference is required. Materials (directives, policies, statistics, facility reports, etc.), that relate to development and operation of agency to be retained permanently in paper form in MFRI, archives.			
19. NAME AND TITLE OF PREPARER Jeanne Dorfman, Sect.		20. TELEPHONE NUMBER 405-7213		21. DATE 11/4/93    11/29/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>2</u> OF <u>5</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Presidents Office		3. UNIT MD Fire & Rescue Institute Logistical Support Section	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Vehicle Records				5. EARLIEST YEAR/LATEST YEAR <u>1987</u> TO <u>present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  A. Mileage logs, emissions, credit cards and bridge books.  B. Record of vehicle maintenance, history of vehicle maintenance, history of vehicles, accident reports, inspection reports, and reports on vehicles disposed of.					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME  <div style="text-align: center;"><u>5</u></div> NUMBER  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		10. ANNUAL ACCUMULATION  <div style="text-align: center;"><u>2</u></div> NUMBER  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Bldg. 199, 2nd floor, Rooms 2106, 2102			12. FILE BECOMES INACTIVE AFTER _____ MONTHS(S) <input type="checkbox"/> YEARS(S)		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
19. NAME AND TITLE OF PREPARER Jeanne Dorfman, Sect.			18. RECOMMENDED RETENTION A: Retain for 3 years or until audit requirements are met. B: Retain for 3 years after desposal of vehicle, then destroyed.		21. DATE 11/4/93    11/29/93
20. TELEPHONE NUMBER 405-7213					

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>3</u> OF <u>5</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Presidents Office		3. UNIT MD Fire & Rescue Institute Logistical Support Section	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE  Accounting Records				5. EARLIEST YEAR/LATEST YEAR  1989 to present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  A. Requisitions, etc. related to purchase of equipment and supplies and materials for use in fire training.  B. Requisitions and material related to purchase of general construction loan equipment and less-than, non-capital equipment, supplies and materials purchased for UM-MFRI and the six regional centers around Maryland.					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input checked="" type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME  <u>14</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER _____ NUMBER <input type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Bldg. 199, 2nd floor, Rooms 2106, 2102		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION A. Retain for 3 years or until all audit requirements are met, then destroyed. B. Retain material for 5 years or until audit requirements are met then destroyed.			
19. NAME AND TITLE OF PREPARER Jeanne Dorfman, Sect.		20. TELEPHONE NUMBER 405-7213		21. DATE 11/4/93    11/29/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>4</u> OF <u>5</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Presidents Office		3. UNIT MD Fire & Rescue Institute Logistical Support Section	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Personnel Folders				5. EARLIEST YEAR/LATEST YEAR _____ TO <u>present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Containing information on full-time employees, instructors and students.					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <u>2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER _____ NUMBER <input type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Bldg. 199, 2nd floor, Rooms 2106, 2102		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 3 years beyond termination of employee, then destroyed.			
19. NAME AND TITLE OF PREPARER Jeanne Dorfman, Sect.		20. TELEPHONE NUMBER 405-7213		21. DATE 11/4/93      11/29/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>5</u> OF <u>5</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Presidents Office		3. UNIT MD Fire & Rescue Institute Logistical Support Section	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Facility Use Reports				5. EARLIEST YEAR/LATEST YEAR 1990 to present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Logistical Support Requests for classes, courses required, facility used, equipment to be used and vehicle needed to support classes.					
7. RECORD SERIES FORMAT(S)  <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____  10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Bldg. 199, 2nd floor, Rooms 2106, 2102			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years, then destroyed.		
19. NAME AND TITLE OF PREPARER Jeanne Dorfman, Sect.		20. TELEPHONE NUMBER 405-7213		21. DATE 11/4/93    11/29/93	